

Massachusetts Department of Revenue
Division of Local Services



RUNNING THE CSC
WEB DATA EXTRACTOR
RPIS VERSION 3

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Running the CSC Web Data Extractor

I. Using the Extractor Wizard (Wizard.bat)

Double-click Wizard.bat (either on the desktop as a shortcut, or in the CSC_Extractor folder.)

The screenshot shows the 'Extractor' window titled 'Shelburne'. It has a 'Help' button and a checked 'Console window' checkbox. Under the 'Data to Upload' section, there are three radio buttons: 'Do not extract any data', 'Upload for the full year: 2005' (which is selected), and 'Only updated records: From: 05/02/2005 To: 05/02/2005'. At the bottom are four buttons: 'Start', '<< back', 'next >>', and 'Exit'.

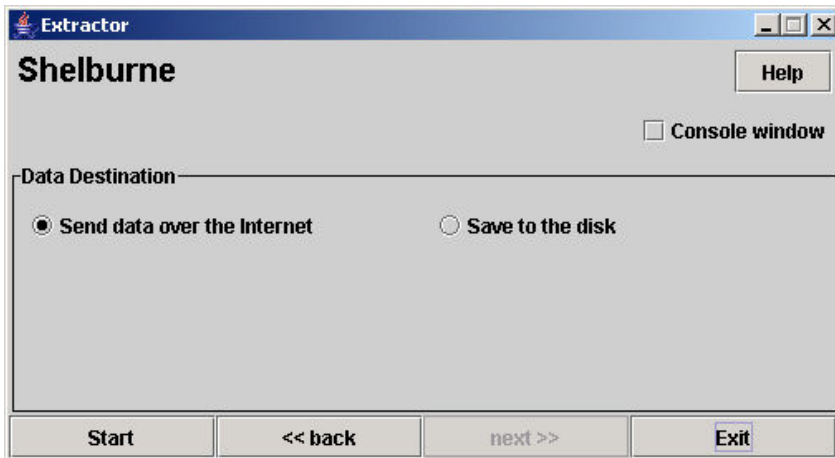
To upload all data check the radio button for full year and type the year in the box. To upload updated records only, check that radio button and enter a data range in the From: and To: boxes. Click the next>> button to continue.

The screenshot shows the 'Extractor' window titled 'Shelburne'. It has a 'Help' button and an unchecked 'Console window' checkbox. Under the 'Images' section, there are three radio buttons: 'Do not add any pictures' (which is selected), 'Add all Pictures:', and 'Select pictures:'. To the right of the radio buttons is a list box containing '002.JPG' and '001.JPG'. At the bottom are four buttons: 'Start', '<< back', 'next >>', and 'Exit'.

Choose an image load option by clicking the appropriate radio button. If adding pictures you can load all picture files in the Image folder or specify a group of images to load. Select a range of picture files by using Shift-click, or select non-contiguous picture files using Ctrl-Click. When sending a lot of pictures, it's usually best to load the data first, then the pictures later on.

The screenshot shows the 'Extractor' window titled 'Shelburne'. It has a 'Help' button and an unchecked 'Console window' checkbox. Under the 'Images' section, there are three radio buttons: 'Do not add any pictures', 'Add all Pictures:', and 'Select pictures:' (which is selected). To the right of the radio buttons is a list box containing several files: 'map2\m2l54A.JPG', 'map2\m2l54.JPG', 'map2\m2l35.JPG', 'map2\m2l33.JPG', '002.JPG', and '001.JPG'. The first four files are highlighted in blue. At the bottom are four buttons: 'Start', '<< back', 'next >>', and 'Exit'.

Click next>> to continue to the next step.

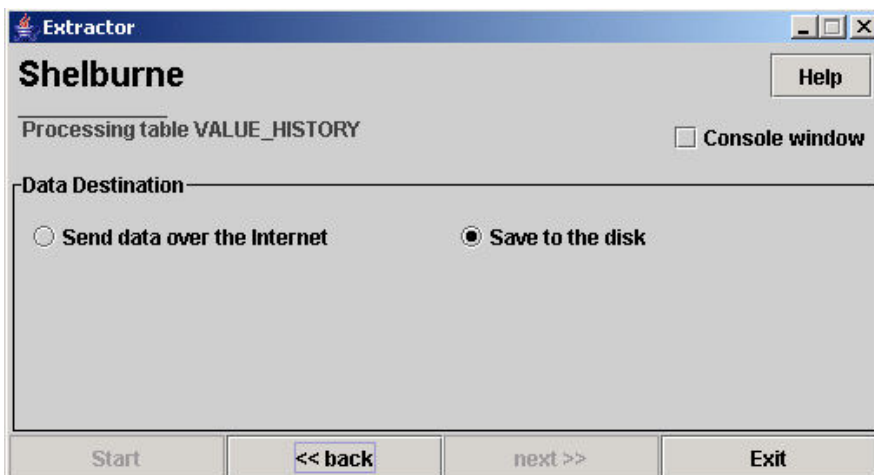


If the town is PC is connected to the internet via dialup or broadband connection, leave the Send data over the internet radio button checked. If the PC is not connected or no connection exists, change the selection to Save to the disk and a ZIP file will be created. Click the Start button to start the upload. A confirmation box will appear:

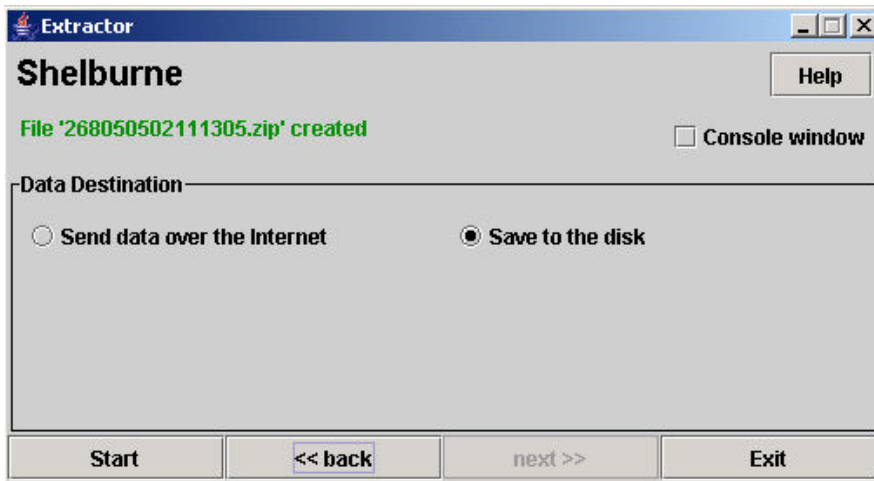


Click Yes to start the data extraction, or No to stop the process.

As data is extracted from the Oracle tables a process status message will appear underneath the town name:

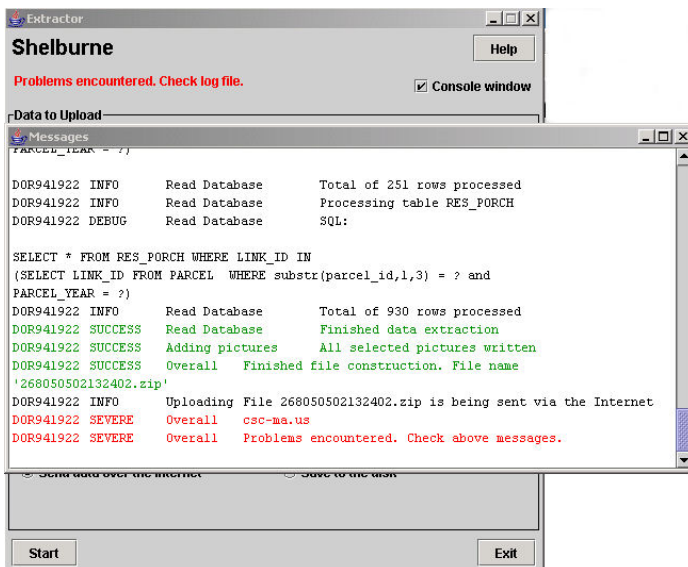


A completion message will appear when the process has finished. If the Save to disk option was used, the file name will be displayed.



If using the Save to disk option, copy the Zip file from the ...\\web data uploader\\csc_extractor\\Temp folder to CD or USB drive or other removable media and bring it back to the office.

If the Send data over the Internet option was selected, the extract file will be created and then the program will try to send the file to the CSC website. If the PC is not connected to the internet or some other problem occurs with the transfer, an error will be generated; check the console window to see what happened.



If you can't get the online transfer to work, simply e-mail the Zip file to DLSITGroup@dor.state.ma.us, or copy the Zip file to CD and mail it CAMA Support in Boston.

Once the process is complete:

Click the Exit button to exit the wizard; click Yes to confirm that you wish to exit.



II. Using the Extractor Single Screen (Single.bat)

The extractor can be run without choosing options one at a time, in “single screen mode.”

To run the extractor using a single screen, double-click the file ...\\web data uploader\\csc_extractor\\Single.bat.

The screenshot shows a Windows-style application window titled "Extractor" with a subtitle "Shelburne". It features a "Help" button in the top right corner. Below the title bar, there is a checkbox labeled "Console window" which is currently unchecked. The main interface is divided into three sections: "Data to Upload", "Images", and "Data Destination". In the "Data to Upload" section, there are three radio button options: "Do not extract any data", "Upload for the full year:" followed by a text box containing "2005", and "Only updated records:" followed by "From:" and "To:" text boxes both containing "05/02/2005". The "Images" section has three radio button options: "Do not add any pictures" (which is selected), "Add all Pictures:", and "Select pictures:". To the right of these options is a list box containing "002.JPG" and "001.JPG", with "002.JPG" currently selected. The "Data Destination" section has two radio button options: "Send data over the Internet" and "Save to the disk" (which is selected). At the bottom of the window, there are two buttons: "Start" on the left and "Exit" on the right.

The same options available in the wizard appear in the single screen. Select the options and click the Start button to start the extractor. When the extractor has finished, click Exit.

For training and technical support...

Contact any of the DOR CAMA Information Technology Staff for further assistance or to ask about training opportunities.

CAMA Support Help Desk
Monday – Friday 9AM-4PM excluding holidays
1-800-521-5536 (ask for CAMA Support or extension 62350)

Advisor	Phone	E-mail
Mike Quinlivan	508-792-7300 extension 22313	quinlivanm@dor.state.ma.us
Linda Bradley	617-626-2394	bradleyl@dor.state.ma.us
Paul Corbett	617-626-2366	corbettp@dor.state.ma.us
Don Reynolds	617-626-2356	reynoldsd@dor.state.ma.us
Arnold Kanter	617-626-2303	kanter@dor.state.ma.us

All Boston staff can be reached by dialing their direct numbers or through the CAMA Support Help Desk.

CAMA Version 3 User Guides, our Support Guidelines and other useful information from the Information Technology section of the Division of Local Services can be found online at <http://www.dls.state.ma.us>. Information about the Community Software Consortium can be found online at www.csc-ma.us.

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